



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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September 14, 2004 **Updated November 10, 2010**

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-07

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
 Director

SUBJECT: Louisiana Deferred Compensation Plan Online Enrollment

Louisiana Deferred Compensation Plan (LDCP) will be implementing a new "online enrollment" system for all ISIS HR paid agencies with the exception of Department of Agriculture Soil and Water employees and District Attorney employees. The new online enrollment will be effective September 14, 2004, and will change how and where entries will be made for Deferred Compensation.

Employees will now be able to enroll and/or make changes to their deductions at the LDCP website (<https://louisianadcp.gwrs.com/circle/ParticipantLogin.asp>). Employees may also continue to enroll/make changes to their deductions using the LDCP paper enrollment forms and forward these forms to Deferred Compensation. All entries will be processed at LDCP and interfaced to ISIS HR on a daily basis. Generally, deductions will begin the month after entry is made for an employee. Note: Agencies will no longer receive approved forms from Deferred Compensation for processing.

Wage types have been created and/or modified to accommodate the "online" enrollment or wage type settings. See matrix below for changes/usage of wage types:

CURRENT WAGE TYPE	NEW WAGE TYPE	DESCRIPTION	MAINTAINED BY
4160	SAME	457S DEDUCTION	OIS
4164	4464 /4465	457S REFUND/PYMT	OSUP
4166	SAME	457S AFTER-LEVY	OSUP
4170	4470	457D DEDUCTION	DISTRICT ATTORNEYS EA
4174	4474	457D REFUND/PMT	DISTRICT ATTORNEYS EA
4176	SAME	457D AFTER LEVY	DISTRICT ATTORNEYS EA

OSUP will process refunds and/or one-times in certain situations (e.g. establishing after levy deductions, correcting errors, timing problems). In some cases, employees will see more than one wage type on their remuneration statement due to use of the new wage types. OSUP Memo #2004-43 (<http://www.doa.state.la.us/OSUP/memos/fy2004/04-43.pdf>) should be referenced by agencies in order to monitor employee deferred compensation deduction balances.

Louisiana Deferred Compensation provided details regarding this enrollment to affected agencies the first week of September. LDCP will inform current members in their October newsletter and on their website.

For questions please contact a member of the OSUP Wage and Tax Administration Unit at (225):

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JWC:RJB/kmb